

MEMORANDUM

To: Board of Regents
From: Board Office
Subject: Salary Policies for Professional and Scientific Staff
Date: July 6, 2001

Recommended Action:

Approve the proposed salary policies for fiscal year 2002 for professional and scientific staff at the five Regent institutions and the Board Office.

Executive Summary:

The state's salary policy for fiscal year 2002 is established primarily, as in past years, through its collective bargaining agreements. The state collective bargaining agreements provide for increases of "3% plus incremental steps in the pay matrices". Generally, this provision provides average pay increases up to 4%. The revisions to the Professional and Scientific (P&S) pay plans reflect the parameters of the State. The state salary allocations will not fully fund the pay plans and, in particular, the significant increases in employer health insurance premiums. The institutions will fund the difference through new revenues and internal reallocations as identified in the budget docket memorandum, G.D. 12.

Salaries for P&S staff are determined by performance and are based on annual evaluations. Pursuant to Regent Procedural Guide §4.13A, individual salaries cannot be increased during the fiscal year beyond what is in the final budget approved by the Board in July, without additional, specific approval by the Board.

In May the Board approved the P&S salary schedules for the universities, Board Office, and special schools. For the Board's information, these salary schedules are attached as Attachment A, B, C, D, and E. Since the state budget process was not complete at that time, the Board was not asked to approve a salary policy for each institution.

The institutions and Board Office propose the following P&S salary policies:

University of Iowa – for non-represented P&S staff, a salary increment pool of 3.5% will be available to fund annual increases awarded based upon merit as well as to fund reclassifications or to resolve issues relating to gender or ethnicity concerns, compression problems, market adjustments or other special needs.

Iowa State University – a salary increment pool of 3.5% will be available to fund annual increases awarded based upon merit and fund reclassifications and equity issues. Departments are asked to try to add 0.5% to the pool to provide a total of not more than 4% for this purpose. For satisfactory performance, 1.33% would be awarded with the remainder awarded for outstanding performance.

University of Northern Iowa – a pool of 5.6% will be available to fund annual increases awarded based upon merit as well as to fund reclassifications, promotions and equity and market adjustments.

Iowa School for the Deaf – increases will average 4.4% for salary and with the increases for sign language communications skills certifications will average 5.0%.

Iowa Braille and Sight Saving School – increases will average 3% and will be awarded based upon merit.

Board Office – increases will average 3.6% and will be awarded based upon merit.

Background:

Iowa Code Chapter 262 provides that the Board appoints institutional employees and fixes their compensation. There are four categories of employees: institutional officials, faculty, professional and scientific staff, and merit system employees.

There are approximately 9,300 P&S staff members at the Regent institutions and the Board Office. They are covered under separate personnel programs and policies at each institution. P&S classifications cover a variety of positions such as administrative assistants, registered nurses, engineers, student advisors, accountants, research scientists, and various managers.

- The University of Iowa has 6,653 P&S staff in 541 classifications assigned to 18 pay grades.

- Iowa State University has 2,234 P&S staff in 431 classifications assigned to 10 pay grades.
- The University of Northern Iowa has 467 P&S staff in 74 classifications assigned to 8 pay grades.
- Iowa School for the Deaf and Iowa Braille and Sight Saving School have a total of 41 P&S staff in 16 classifications assigned to 6 pay grades.
- The Board Office has 19 P&S staff in 13 classifications assigned to 8 pay grades.

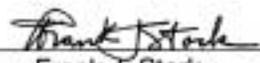
The Board approves classification and compensation plans and policies for P&S employees at each of the institutions and the Board Office. At its meeting of May 2002, the Board approved the changes in the salary schedules for P&S employees at all Regent institutions. The salary schedules were initially developed pursuant to the State Comparable Worth law, Iowa Code §70A.18, in 1984. The Comparable Worth Law requires that employees be paid based on the “value of work as measured by the composite of the skill effort, responsibility, and working conditions normally required in the performance of work.” Positions were valued based on a point count instrument and assigned to pay ranges. Compliance with the Comparable Worth Law requires that each P&S staff member be paid within the pay range to which the position held is assigned.

Regent Procedural Guide §4.13(2) requires that any change made in the salary of staff after the Board has approved the budget be reported to the Board on the monthly Register of Personnel Changes. Any such change must maintain the salary within the assigned pay range.

The Board has historically permitted the institutions to exceed the state’s salary policy when institutional funds are available and there is an established need to do so due to the higher education marketplace. In order to be in compliance with the state salary policy, each institution must provide at least a 3% increase. As the P&S pay plans do not include step increments, there is not a requirement to pay more. However, for comparability with state collective bargaining agreements and as required by the salary adjustment appropriation bill, the institutions have strived to approach an average 4% increase to the extent permitted by financial resources. Some variance in institutional P&S pay policies is expected and is primarily attributed to the amount of available funds for pay increases at each institution.

Approval is recommended.


Marcia R. Brunson

Approved: 
Frank J. Stork

Attachment A

The University of Iowa
Professional and Scientific Salary Schedule
2001-2002

Salary Grade	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
1	\$18,345	\$22,425	\$26,505	\$30,585	\$34,660
2	\$19,845	\$24,265	\$28,675	\$33,095	\$37,515
3	\$21,465	\$26,245	\$31,025	\$35,805	\$40,585
4	\$23,230	\$28,400	\$33,575	\$38,745	\$43,920
5	\$25,140	\$30,795	\$36,450	\$42,105	\$47,755
6	\$27,205	\$33,315	\$39,430	\$45,545	\$51,655
7	\$29,425	\$35,980	\$42,530	\$49,085	\$55,635
8	\$31,830	\$38,915	\$46,005	\$53,100	\$60,190
9	\$34,440	\$42,110	\$49,775	\$57,445	\$65,120
10	\$37,255	\$45,560	\$53,860	\$62,155	\$70,460
11	\$40,315	\$49,295	\$58,275	\$67,250	\$76,230
12	\$43,625	\$53,340	\$63,055	\$72,765	\$82,480
13	\$47,180	\$57,695	\$68,210	\$78,725	\$89,235
14	\$51,055	\$62,425	\$73,800	\$85,180	\$96,550
15	\$55,235	\$67,540	\$79,850	\$92,155	\$104,460
16	\$59,750	\$73,070	\$86,395	\$99,710	\$113,035
17	\$64,655	\$79,060	\$93,465	\$107,870	\$122,275
18	\$69,960	***	***	***	OPEN

Attachment B

Iowa State University of Science and Technology
Professional and Scientific Salary Schedule
2001-2002

Pay Grade	Minimum	1 st Quartile	Midpoint	3 rd Quartile	Maximum
11	\$25,040	\$28,766	\$32,493	\$36,220	\$39,946
12	26,782	30,976	35,169	39,362	43,555
13	29,250	34,054	38,858	43,662	48,467
14	32,268	37,819	43,370	48,921	54,472
15	35,980	42,447	48,914	55,380	61,847
16	40,915	48,587	56,259	63,932	71,604
17	46,575	55,668	64,760	73,852	82,945
18	54,041	65,010	75,978	86,947	97,916
19	63,325	76,668	90,011	103,354	116,697
20	75,597	-	-	-	-Open-

Attachment C

University of Northern Iowa
Professional and Scientific Staff Salary Schedule
2001-2002

Pay Grade	Minimum	1st Quartile	Midpoint	3rd Quartile	Maximum
I	\$21,410	\$26,100	\$30,790	\$35,480	\$40,170
II	24,520	29,970	35,420	40,870	46,320
III	28,210	34,670	41,120	47,580	54,040
IV	32,720	40,750	48,790	56,820	64,850
V	38,280	47,960	57,630	67,310	76,990
VI	46,050	57,570	69,090	80,610	92,140
VII	54,600	68,820	83,040	97,260	111,470
VIII	65,260	-	-	-	-Open-

Attachment D

Iowa School for the Deaf
Iowa Braille and Sight Saving School
Professional and Scientific Staff Salary Schedule
2001-2002

<u>Salary Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 24,661	\$ 29,822	\$ 34,984
2	26,517	32,463	38,409
3	29,942	36,678	43,413
4	33,135	41,439	49,743
5	36,550	46,042	55,535
6	40,815	51,976	63,138

Assignment of Classifications to Salary Grades

- 3 Accountant (ISD)
Communications Specialist (ISD)
Registered Nurse I (ISD)
Residential counselor (ISD)
Residential Programmer (IBSSS)
Sign Language Communications Program Coordinator (ISD)
- 4 Administrative Assistant (ISD/IBSSS)
Dean of Boys (ISD)
Dean of Girls (ISD)
Facilities Manager (IBSSS)
Human Resources Specialist (IBSSS)
Registered Nurse, Head (ISD/IBSSS)
Residential Services Specialist (IBSSS)
Social Worker (ISD)
- 5 Director of Development (ISD)
Director of Human resources (ISD)
Family Services Specialist (ISD/IBSSS)
Information Technology Specialist (ISD/IBSSS)
Outreach Coordinator (ISD)

Attachment E

Board Office
Professional and Scientific Staff Salary Schedule
2001-2002

<u>Salary Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
1	\$ 28,142	\$ 36,056	\$ 43,971
2	34,772	44,614	54,455
3	36,263	47,854	59,445
4	41,252	55,272	69,293
5	45,838	62,546	79,253
6	57,484	75,086	92,689
7	70,244	92,204	114,164
8	88,301	105,368	122,435

Assignment of Classifications to Salary Grades

- 2 Administrative Assistant
Research Analyst
Information Technology Specialist
- 3 Research Associate
- 4 Assistant Director, Academic Affairs and Research
Assistant Director, Business and Finance
Assistant Director, Legal Affairs, Human Resources and
Information Systems
- 6 Associate Director, Academic Affairs and Research
Associate Director, Business and Finance
Associate Director, Legal Affairs, Human Resources and
Information Systems
Associate Director, Human Resources and Director, Regent
Merit System
- 7 Director, Business and Finance
Director, Legal Affairs, Human Resources and Information Systems
- 8 Deputy Executive Director and Director, Academic Affairs and
Research